

Submission Guidelines for Single Subject Matter Program Documents

To facilitate the proposal review and approval process, Commission staff has developed the following instructions for organizations submitting documents for approval of Single Subject Matter Programs. It is essential that these instructions be followed accurately. Failure to comply with these procedures can result in a proposal being returned to the prospective program sponsor for reformatting and/or revision prior to being forwarded to program reviewers.

Transmittal Instructions

Sponsoring agencies are required to submit **three printed and bound notebook copies** of their proposal(s), **and one unbound copy** to the following address:

California Commission on Teacher Credentialing
Professional Services Division: Single Subject Matter Programs
1900 Capitol Avenue
Sacramento, CA 95814

In addition, **one electronic CD ROM copy of the proposal text** (including supporting evidence where possible) should be submitted. This electronic submission should be in Microsoft Word, or a Microsoft Word compatible format. Some phases of the review process will involve secure web-based editing. To facilitate this process, please leave no spaces in the name of your document, and be sure that the name of the file ends in ".doc" (example: CCTCdocument.doc).

Submittal Deadlines

There are seven opportunities during which to submit proposals for review and approval. The submittal deadlines are:

October 4, 2004	August 2, 2005
January 5, 2005	November 2, 2005
March 2, 2005	March 1, 2006*
June 1, 2005	

*Any programs submitted after 2006 will be reviewed according to the availability of the review panel.

Transmittal Documents

Additional materials including the required Transmittal Cover Sheet are included at the end of this section. Sponsoring agencies should send the Sponsoring Organization Transmittal Cover Sheet with the original signatures of the program contacts and chief executive officer along with their proposal(s). In addition, each of the four copies of each

proposal should begin with a copy of the Sponsoring Organization Transmittal Cover Sheet. The program contact identified on the Transmittal Cover Sheet, which is included at the end of this document, will be informed electronically and by mail as changes occur. Program sponsors are strongly urged to consult the CCTC web site at www.ctc.ca.gov for updates relating to the implementation of new single subject matter standards.

Each proposal must be organized in the following order:

- Transmittal Cover Sheet
- Table of Contents
- Responses to Each Standard, including the Common Standards.

The response to the standards must:

- be tabbed/labeled to help guide the reviewers,
- have numbered pages,
- include a matrix identifying which courses meet which standards to address the pre-conditions, and
- provide supporting evidence included after each response or organized into appendices. Evidence should be cross-referenced in the response, and appendices *must* be tabbed for easy access by reviewers.

Blended Programs

Blended Program sponsors are reminded that they must have an approved Subject Matter Preparation Program for the Single Subject Preliminary Credential and an approved Professional Teacher Preparation Program for the Single Subject Preliminary Credential in order to apply for approval for a Blended Program. The transition timeline for blended programs is the same as for single subject programs; all submissions must adhere to the 7/1/03-7/1/05 timeframe to avoid interruption in approved program admissions. Program sponsors may submit a Blended Program proposal at the same time as a single subject matter program submissions. A submission request form is included with the single subject submission form at the end of this section.

If you already have a blended program, it will sunset with your current approved subject matter program and must be applied for again concurrently or subsequently with the new subject matter program.

Responding to Standards

The Commission adopted 10 standards that relate to program design and structure for programs in *all* single subject disciplines.

Standard 1	Program Philosophy and Purpose
Standard 2	Diversity and Equity
Standard 3	Technology
Standard 4	Literacy
Standard 5	Varied Teaching Strategies

Standard 6	Early Field Experiences
Standard 7	Assessment of Subject Matter Competence
Standard 8	Advisement and Support
Standard 9	Program Review and Evaluation
Standard 10	Coordination

These ten standards are referred to as “standards common to all” because they are the same in all subject areas.

An institution’s program document should include a subject-specific reply to Standards 1 through 10. An institution *may* submit a “generic response” to these ten common standards. In a generic response, the institution should describe how credential preparation programs in all subjects will meet the four standards. A generic response should include sufficient information to enable an interdisciplinary panel of reviewers to determine that the ten common standards are met in each subject area. Once the institution’s generic response is approved, it would not be necessary to respond to the ten standards in the institution’s program document in any other subject.

Program proposals should provide sufficient information about how the program intends to deliver content consistent with each standard so that a knowledgeable team of professionals can determine whether each standard has been met by the program. The goal in writing the response to any standard should be to describe the proposed program clearly enough for an outside reader to understand what a prospective teacher will experience, as he or she progresses through the program in terms of depth, breadth, and sequencing of instructional and field experiences, and what he or she will know and be able to do and demonstrate at the end of the program. Review teams will then be able to assess the responses for consistency with the standard, completeness of the response, and quality of the supporting evidence.

The written text should be organized in the same format as the standard itself and the required elements. **Responses that do not address each standard and all of its required elements will be considered incomplete.** Responses should not merely reiterate the standard. They should demonstrate how the standard will be met by describing both the content and processes that will be used to implement the program and by providing evidence to support the explanation.

Lines of suitable evidence will vary with each standard. Some examples of evidence helpful for review teams include:

- Charts and graphic organizers to illustrate program organization and design
- Descriptions of faculty qualifications, including vitae for full time faculty
- Course or module outlines, or showing the sequence of course topics, classroom activities, materials and texts used, and out-of-class assignments
- Specific descriptions of assignments and other formative assessments that demonstrate how prospective teachers will reinforce and extend key concepts and/or demonstrate an ability or competence

- Documentation of materials to be used, including tables of contents of textbooks and identification of assignments from the texts, and citations for other reading assignments.
- Current catalog descriptions.

Packaging A Submission for Shipment to the Commission

Please do **not**:

- Use foam peanuts as packaging material
- Overstuff the binders. Use two binders if necessary.
- Overstuff the boxes in which the binders are packed, as these may break open in shipment.

Single Subject Matter Preparation Program Response to Standards

PROGRAM SPONSOR (Name of Institution and Department)

Please fill out the requested information below to help us plan for providing technical assistance in a timely manner.

Contact Person: _____ Title: _____

Department: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Please indicate the subject area for which you are submitting a program proposal document:

Art _____ Languages Other Than English _____

Music _____ Physical Education _____

Please indicate when you intend to submit program documents responding to the new Single Subject Matter Preparation Standards: Rank your first four choices from the time frames provided below (1 = first choice, 4 = last choice):

October 4, 2004	August 2, 2005
January 5, 2005	November 2, 2005
March 2, 2005	March 1, 2006
June 1, 2005	

Please mail or fax this form by July 30, 2004 to insure first choice to:

Helen Hawley
Commission on Teacher Credentialing
1900 Capitol Ave.
Sacramento, CA 95814
Fax (916) 324-8927

THIS FORM HAS TWO PAGES

Blended Teacher Preparation Program Response to Standards

PROGRAM SPONSOR (Name of Institution and Department)

Please fill out the requested information below to help us plan for providing technical assistance in a timely manner.

Contact Person: _____

Title: _____

Department: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

If you are presently operating any CLAD Emphasis program(s) as part of your Blended Program(s), please indicate the type of response you will be submitting:

_____ SB 2042 only (includes AB 1059 authorization)

_____ SB 2042 "Plus" (includes AB 1059 authorization plus CLAD Certificate)

Please indicate when you intend to submit program documents responding to the new Blended Program Standards: Rank your first four choices from the time frames provided below (1 = first choice, 4 = last choice):

October 4, 2004	August 2, 2005
January 5, 2005	November 2, 2005
March 2, 2005	March 1, 2006
June 1, 2005	

Please mail or fax this form by July 30, 2004 to insure first choice to:

Phyllis Jacobson
Commission on Teacher Credentialing
1900 Capitol Ave.
Sacramento, CA 95814
Fax (916) 327-3165

Single Subject Matter Program Sponsor - Transmittal Cover Sheet

- **Sponsoring Organization:**

Name _____

- **Submission Type(s) Place a check mark in the appropriate box.**

Art Subject Matter Preparation	
Languages Other Than English Subject Matter Preparation	
Music Subject Matter Preparation	
Physical Education Subject Matter Preparation	

- **Program Contacts:**

1. Name _____

Title _____

Address _____

Phone _____ Fax _____

E-mail _____

**Single Subject Program Sponsor - Transmittal Cover Sheet
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Name _____

Title _____

Address _____

Phone _____ Fax _____

E-mail _____

Chief Executive Officer (*President or Provost; Superintendent*):

Name _____

Address _____

Phone _____ Fax _____

E-mail _____

***I Hereby Signify My Approval to Transmit This Program Document to the
California Commission on Teacher Credentialing:***

CEO Signature _____

Title _____

Date _____

